



St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk

To Councillors:

Jake Chandler (chairman), Cherie Adams, Daniel Adams,
Kola Beyioku, Steve Heyes, Sue MacDonald, Paul Morris,
Paul West, Vince Williams, Debbie Young.

You are summoned to attend a meeting of the **St Andrews Parish Council** at **Redhouse Community Centre, Frankel Avenue** on **Monday 14th April 2025** at **7.30pm** when the business set out in the following agenda will be transacted.

Deborah Bourne

Deborah Bourne
Locum Parish Clerk
8th April 2025

Members of Public and Press are welcome.

Following the resignation in December of the chair to St Andrews Parish Council the vice chair will continue until the Annual Parish Council Meeting in May.

(Local Government 1972 s15(7))

Public Question Time

Members of the Public are invited to make representations before St Andrews Parish Council on any matters relating to this agenda.

Public Bodies (Admission to Meetings) Act 1960.

Councillors Daniel Adams, Jake Chandler, and Jason Mills who represent the parish of St Andrews on Swindon Borough Council are invited to update the meeting on Swindon Borough Council matters.

The Chair will update members and public on any relevant parish business since the last meeting of the Council and remind members of upcoming events.

AGENDA

1. Apologies for Absence

The Council is asked to note any apologies, and to accept reasons they consider to be appropriate.

2. Declaration of Interests

To receive Declarations of Interest in accordance with the Code of Conduct adopted by St Andrews Parish Council and by the Localism Act 2011.

Members are reminded that it is their personal responsibility to make sure the Register of Interests contains up to date information.

3. Minutes

To confirm and sign as a true record Minutes of the Full Council meeting held on Monday 10th February 2025.

4. Co-Options

There is currently a casual vacancy on St Andrews Parish Council, due to the resignation of Cllr Emma Faramarzi. No election was called by the electors of the parish, allowing St Andrews Parish Council to fill this vacancy by co-option. Notices inviting people to apply for co-option have been displayed in parish noticeboards and advertised on the Council Facebook and website pages.

One person has applied to fill this vacancy; Mrs Kate Tomlinson. The criteria for standing as a Parish Councillor has been met therefore members can consider Mrs Tomlinson for co-option on to St Andrews Parish Council.

The Councils instructions are sought.

5. Pre-Application Planning Contact

Appendix A

The Council has received correspondence about a proposed development in Lady Lane, to the North of the parish.

Although no decisions can be made at this stage about the development, members are invited to discuss possible effects in principle. This will be in preparation for any future discussions that may be needed whilst representing residents of St Andrews if the developer moves to formal planning permissions.

6. HR Contract

At the present time, all Personnel administration is completed in-house, with some ad hoc help from HR professionals.

This approach is becoming more difficult as the Council is employing larger numbers of staff. Many other Parish Councils of St Andrews size contract HR companies to help: with recruiting staff, appointing staff, keeping the Council up to date with current employment legislation, updating policies, disciplinary and grievance procedures, and other various employment related items.

The Council is asked to consider quotations obtained by the Locum Clerk. Two national companies have experience in and are competent to manage Parish Council HR issues. There are also local single HR consultants who would be able to help but may not have the vast knowledge of National companies. They are however, very adept in working with small businesses/organisations.

The Council is asked to nominate three Councillors who can interview each company via TEAMS with the Locum Clerk and for them to have delegated authority to appoint one company as the Councils HR provider.

7. Outsourcing of Payroll

Many Parish Councils, large and small, now outsource their payroll. This makes it safer for the Council and protects the staff members who otherwise must calculate their own monthly salaries.

The Councils instructions are sought.

8. New Phone System

The Locum Clerk recently met with a phone company who could supply a phone package which operates as a "land line" but can be attached to staff laptops so that phone calls can be answered from wherever the staff member is working. This system does not require staff members to carry mobile phones, unless they were a "priority employee" and required to always be contactable. It would not, for instance, be suitable for all Grounds staff, they would still carry their mobiles.

The Council is asked if it wishes to view this product. It may be appropriate for the three Councillors nominated above to review this product as it is closely related to HR.

9. Committee Updates

- a) *Staffing Committee Chair Cllr Jake Chandler*
Cllr Chandler will talk through the recent staff pay review and ask the Council to ratify the Staffing Committees decisions

- b) *Youth Committee Chair Cllr Kola Beyioku*
The Youth Committee will require approval of the proposed projects shown in the minutes.

- c) *RCC Committee Chair Cllr Paul Morris*
This committee will be meeting next week.

- d) *Grounds Maintenance / Play Areas Chair Cllr Steve Heyes*
Cllr Heyes will ask for approval to purchase a Wessex STC cut and collect machine. The machine is being sold by South Swindon Parish as they no longer have a use for it.

- e) *Councillors Projects*
An opportunity for any Councillors to promote their individual projects, and work within the community.

Minutes of meetings will be available to members prior to the meeting via the TEAMS portal.

10. Community Hero

One nomination has been received for this award usually presented at the Annual Parish Meeting.

Members have been provided with details of the nomination (which should be kept confidential) and are asked if they wish to proceed and invite the nominee to progress towards presentation.

11. Pavement Parking Petition

Cllr Adams will update members on a Swindon Borough Council initiative, which is being trialled within St Andrews Parish.

12. Date of Next Meeting

The date of the next full council meeting will be Monday 12 May 2025 at 7.30pm. This will be the Annual Parish Council Meeting when the first item on the agenda must be to elect a Chair(man or woman) for the ensuing Civic Year.

The Council is also reminded that it must hold an Annual Parish Meeting prior to 1st June 2025. Members are asked if they wish to

hold this on the same day as the Annual Parish Council meeting
or to hold it on a separate date.